

**SEATTLE
FIRE
DEPARTMENT**

**Administrative Rule
9.02.04**

SUBJECT: CONFIDENCE TEST REQUIREMENTS FOR LIFE SAFETY SYSTEMS	EFFECTIVE DATE: August 19, 2004
REFERENCES: 2003 Seattle Fire Code NFPA Standards	SUPERSEDES: 97 Seattle Fire Code, Appendix III-B Adm. Ruling 10.301.8 Maintenance Requirements for Fire and Life Safety Systems, 1990
	FCAB REVIEW DATE: August 17, 2004
NOTICE: Notice: Administrative Rules are established per 2003 Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.9 Alternate Materials and Methods, Section 104.8 Modifications, and Section 108.1 Appeals.	APPROVED: _____ JOHN NELSEN, FIRE MARSHAL

SCOPE

This rule shall apply to life safety systems and equipment identified in Table 1 of this document, and any other systems as set forth by the code official.

Exception: Non-required life safety systems installed in one and two-family dwellings.

DEFINITIONS

For the purposes of this rule the following words and terms have the meanings indicated below:

Certified System. A life safety system will be considered certified when a certified technician dates, signs, and affixes white or yellow service label in accordance with the provisions of this rule. An exception is fire escapes which may be tested by building owners or their representatives in accordance with Seattle Fire Department Information Bulletin #973 (<http://www.seattle.gov/fire/FMO/firecode/infobulletins/973.pdf>)

Confidence Test Report. A complete record of a life safety system test, including problems found and any corrections made.

Emergency Alarm System. A system to provide indication and warning of emergency situations involving hazardous materials.

Certified Technician. A person engaged in the business of installing, testing and maintaining life safety systems who holds a valid certificate issued by the fire code official or who is specifically exempted.

Service Label. A white, yellow, or red tag or label formatted in accordance with Seattle Fire Department rule and used for the purpose of indicating the status of life safety system.

Test. With respect to the work performed on life safety systems, the term means the examination and measurement of the functioning of life safety systems or equipment according to requirements of the Seattle Fire Code, Fire Department Administrative Rules, nationally-recognized standards, or manufacturer's instructions.

GUIDELINES

All life safety systems other than fire escapes shall be tested and certified only by certified personnel. Fire escapes may be tested by building owners or their representatives in accordance with Seattle Fire Department Information Bulletin #973 (<http://www.seattle.gov/fire/FMO/firecode/infobulletins/973.pdf>)

Confidence tests shall be conducted on a regular basis as dictated by the schedule included in this administrative rule.

A Fire Department representative may witness annual and five-year confidence tests.

CONFIDENCE TEST REQUIREMENTS

In order for the confidence test to be valid, a completed confidence test report must be submitted to the Seattle Fire Department. The individual that performs the confidence test or the agency that he/she represents will be responsible for the delivery of confidence test reports to the Fire Department within the time frames established by the tagging section of this rule.

A separate confidence test report form shall be submitted to the Fire Department for each life safety system. All information on the report must be complete and legible or the report may be rejected by the Fire Department.

All report forms must contain the following:

- Address of the system location
- Name of certified technician conducting the test
- Technician's Seattle Fire Department certification number
- Date of the confidence test
- The location of the specific system must be clearly identified

Confidence test results shall be faxed, mailed or delivered to the Seattle Fire Department according to the time schedule established in this rule. Reports shall be directed to Seattle Fire Department, Attn: Confidence Testing Unit, 220 Third Avenue South, Seattle, Washington 98104 FAX: 206-615-1068.

REQUIREMENTS FOR TAGGING LIFE SAFETY SYSTEMS AND REPORTING TEST RESULTS

For all tests conducted after Dec. 31, 2004, life safety systems shall be tagged as follows:

RED TAG – Systems out of service and/or whose operation is seriously impaired shall be tagged with a red service label and the confidence testing report shall be faxed or delivered to the Fire Department before the end of the day of the test. When a test report indicating an out of service system is delivered or faxed to the Seattle Fire Department on a weekend or holiday, or after regular business hours on a week day, the Certified Technician shall immediately report the out of service system to the Seattle Fire Department 206-233-7219. NOTE: Out of service fire protection systems may require a fire watch per Seattle Fire Department Administrative Rule 9.06.04

YELLOW TAG- Systems that are functioning, but have deficiencies, shall be tagged with a yellow service label and the confidence testing report will be faxed, mailed or delivered for receipt by the Fire Department within 15 days of the date of the test. Example: A fire alarm system with a “trouble” indication shall receive a yellow service label.

WHITE TAG – NO DEFICIENCIES

Systems with no deficiencies shall be tagged with a white service label and the confidence testing report will be faxed, mailed or delivered for receipt by the Fire Department within 30 days of the test.

SEQUENCE TEST REQUIRED

Buildings with interconnected life safety equipment shall have a sequence test in addition to individual system tests to verify that all interrelated life safety equipment operates properly. When a sequence test is conducted, a separate test report shall be completed for sequence test and a separate sequence test service label shall be affixed to the fire alarm panel.

SUB PANELS

Some systems have sub panels (such as notification appliance circuits) that must be tested as part of the confidence testing. Locations of these subpanels should be identified at the fire alarm panel and noted on the confidence testing report.

RECORDS OF TEST RESULTS

Copies of confidence test reports for life safety systems shall be maintained on the premises where the life safety system is located and made available for Fire Department inspection for a minimum of two years from the date of the test. The system owner shall maintain a copy of the most recent fire alarm system test report at the main control panel, if a panel is present. A copy of the most recent confidence test report for the fire sprinklers shall be maintained at the main control valve.

TABLE 1
CONFIDENCE TEST SCHEDULE

Type of System	Test Frequency
Pre-Action Sprinkler System	Annually
Tempered Windows / Smoke Removal	Annually
Standpipe	5 Years
Wet Automatic Sprinkler	Annually
Dry Automatic Sprinkler	Annually
Shaft Pressure	Annually
Emergency Generator	Annually
Fire Pump	Annually
Fire Alarm System	Annually / Quarterly*
Stairway Door Locks	Annually
Foam System	Annually
Rangehood	Annually
Halon / CO ₂ / Other Agent	Annually
Haz-Mat Emergency Alarm System	Annually
Fire Escapes	5 Years

* Fire alarm systems in high rise buildings are required to have one-fourth of the entire system tested quarterly so that the entire system is confidence tested annually.

TEST ANNIVERSARY DATE ESTABLISHED

Beginning in 2004, for all new systems requiring Confidence Testing, an anniversary date will be established one-year from the date of the system acceptance test. The anniversary date shall remain fixed and establish the due date each year for subsequent confidence tests results to be provided to the Seattle Fire Department as required by this rule.

For existing fire protection systems, the anniversary date and due date for subsequent confidence tests will be established as the date on which confidence tests are conducted during 2004. For tests conducted at five-year intervals, the anniversary date and due date for subsequent confidence tests will be established as the date of the first test conducted in 2004 or thereafter.

TABLE 2

LOCATION OF SERVICE LABELS OR TAGS

A service label or tag conforming to this section shall be securely attached to each fire and life safety system or item of fire and life safety equipment at the time of installation, service or maintenance. The label shall be of the self-adhesive type or the wire-hanging type.

The label shall be placed as follows:

Life Safety System Type	Location of Tag or Label
Emergency Generators	On the control panel.
Engineered Suppression Systems	On the agent supply tank or pull device
Fire Alarm Systems	On the Fire Alarm Panel or at power supply, if no panel.
Fire Escapes	On or adjacent to the lowest landing.
Fire Pumps	On the control panel
Pre-Engineered Suppression Systems	On the agent supply tank or pull device
Portable Fire Extinguishers	On the control valve of the extinguisher, or cylinder.
Smoke Control Systems	On the manual control panel, or lowest fan if no panel is installed
Sprinkler Systems	On or adjacent to the sprinkler control valve.
Standpipe Systems	On or adjacent to the lowest outlet.
Haz-Mat Emergency Alarm System	In a readily viewable location.

The following format shall be used for all service labels:

DO NOT REMOVE By Order of the Fire Chief	Year	Month	Next Due Date
	Firm		
	Address		
	Phone		
	Serviced by:		
	Certificate NO.		
Description of work:			

The following information shall be printed on service labels:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE CHIEF.**"
2. Name of the certifying business or firm.
3. Address of the certifying business or firm.
4. Telephone number of the certifying business or firm.
5. Date that work was performed.
6. Signature of person performing work.
7. Description of work performed.
8. Seattle Fire Department Certification Number